

Personal Information:

Name (Last Name, First Name, Middle Initial)			
Present Address	City	State	Zip Code
Permanent Address	City	State	Zip Code
Phone No.	Secondary Phone No.	Referred By	

Employment Desired:

Position	Date You're Able to Start Employment	Salary Desired
Currently Employed <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, may we inquire of your present Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Applied to work for this Company before?	If YES, where and when?	

Education History:

Formal Education	Name & Location of School	Years Attended	Did you Graduate?	Subjects Studied
High School				
College				
Trade, Business, or Correspondence School				

General Information:

Subject of Special Study/Research Work
Special Training and/or Special Skills
U.S. Military Service (If yes, list last Rank held) <input type="checkbox"/> YES <input type="checkbox"/> NO

Former Employers: (List only four, starting with your previous employer first)

Date From: (Month & Year)	Date To: (Month & Year)	Name & Address	Salary	Position Held	Reason for Leaving

Former Employers: (Supply the names of three persons not related to you...whom you've known for at least one year)

Name	Address	Business	Years Known

Authorization: In compliance with Federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document upon hire.

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if employed, falsified statements on this application shall be grounds for dismissal.

-I authorize investigation of all statements contained herein, the references, and employers to give any and all information concerning previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damages that may result from utilization of such information.

-I also understand and agree that no representative of the company has any authority to enter into any agreement of employment for any specified period of time or make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

-This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

-I understand that a consumer credit report or criminal records check may be necessary prior to my employment. If such reports

are required, I understand that in compliance with federal law, the company will provide me a written notice regarding the use of these reports and will also obtain a separate written authorization from me, for consent to the these reports. I also understand that a poor credit history or conviction will not automatically result in disqualification from employment."

Date

Signature

DO NOT WRITE BELOW THIS AREA

Date

Interviewed By

REMARKS:

Neatness		Character		
Personality		Ability		
Hired	For Dept.	Position	Will Report	Salary Wages

APPROVED BY:

Employment Manager

Department Head

General Manager